

CHANGE**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

7210.3R CHG 3

3/19/01

SUBJ: FACILITY OPERATION AND ADMINISTRATION

- 1. PURPOSE.** This change transmits revised pages to Order 7210.3R, Facility Operation and Administration, and the Briefing Guide.
- 2. DISTRIBUTION.** This change is distributed to select offices in Washington headquarters, regional offices, the FAA Technical Center, the FAA Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.
- 3. EFFECTIVE DATE.** July 12, 2001.
- 4. EXPLANATION OF CHANGES.** See the Explanation of Changes attachment which has editorial corrections and changes submitted through normal procedures. The Briefing Guide lists only new or modified material, along with background and operational impact statements.
- 5. DISPOSITION OF TRANSMITTAL.** Retain this transmittal until superseded by a new basic order.
- 6. PAGE CONTROL CHART.** See the Page Control Chart attachment.



Bill G. Peacock
Director of Air Traffic

Date: 3/19/01

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Section 2. ORDER USE

1-2-1. POLICY

This order prescribes information necessary to effectively operate and administer air traffic service (ATS) facilities. When a conflict arises between its provisions and those in other agency issuances, supervisors shall request clarification from their regional ATD. In the event a conflict arises between instructions in this order and the terms of a labor union contract, supervisors shall abide by the contract.

1-2-2. ANNOTATIONS

Revised, new, or reprinted pages will be marked as follows:

a. The change number and effective date will be printed on each revised or additional page.

b. Vertical lines in the margin of the text mark the location of substantive procedural, operational, or policy changes; e.g., when material affecting the performance of duty is added, revised, or deleted. The accompanying Change Notice explains the intent of the change and provides information for proper interpretation. A reprinted page not requiring change will be reproduced in its original form.

c. Statements of fact of a prefatory or explanatory nature relating to directive material are set forth as notes.

1-2-3. PUBLICATION AND DELIVERY DATES

a. This order and its changes are scheduled to be published to coincide with AIRAC dates. The effective dates will be:

| Publication Schedule | | |
|----------------------|----------------------------|-------------------------------|
| Basic or Change | Cutoff Date for Submission | Effective Date of Publication |
| 7210.3R | 7/15/99 | 2/24/00 |
| Change 1 | 2/24/00 | 8/10/00 |
| Change 2 | 8/10/00 | 1/25/01 |
| Change 3 | 1/25/01 | 7/12/01 |
| 7210.3S | 7/12/01 | 2/21/02 |

b. If a facility has not received the order/changes at least 30 days before the above effective dates, the facility shall notify its regional distribution officer.

1-2-4. WORD MEANINGS

As used in this order:

a. *Shall*, or an action verb in the imperative sense, means a procedure is mandatory.

b. *Should* means a procedure is recommended.

c. *May* and *need not* mean a procedure is optional.

d. *Will* indicates futurity, not a requirement for the application of a procedure.

e. Singular words include the plural, and plural words include the singular.

1-2-5. ABBREVIATIONS

As used in this order, the following abbreviations have the meanings indicated: (See TBL 1-2-1.)

ABBREVIATIONS

| ABBREVIATIONS | MEANING |
|---------------|---|
| AAR | Airport arrival rate |
| ACD | ARTS Color Displays |
| ACDO | Air Carrier District Office |
| ACID | Aircraft identification |
| ADC | Aerospace Defense Command |
| ADIZ | Air defense identification zone |
| ADR | Airport departure rate |
| AF | Airway Facilities |
| AFD | Airport facility directory |
| AFRES | Air Force reserve |
| AFSS | Automated flight service station |
| AFTN | Aeronautical fixed telecommunications network |
| AIM | Aeronautical Information Manual |
| AIRAC | Aeronautical Information Regulation and Control |
| AIT | Automated information transfer |
| ALS | Approach light system |
| ALTRV | Altitude reservation |
| APREQ | Approval request |
| ARINC | Aeronautical Radio, Inc. |
| ARO | Airport Reservations Office |
| ARP | Airport reference point |
| ARSR | Air route surveillance radar |
| ARTCC | Air route traffic control center |
| ARTS | Automated radar terminal system |

| ABBREVIATIONS | MEANING |
|---------------|---|
| ASDE | Airport surface detection equipment |
| ASI | Altimeter setting indicator |
| ASF | Arrival stream filters |
| ASOS | Automated Surface Observing System |
| ASP | Arrival sequencing program |
| ASR | Aviation surveillance radar |
| AT | Air Traffic |
| ATA | Air traffic assistant |
| ATC | Air traffic control |
| ATCAA | Air traffic control assigned airspace area |
| ATCRBS | Air traffic control radar beacon system |
| ATCS | Air traffic control specialist |
| ATCSCC | David J. Hurley Air Traffic Control System Command Center |
| ATCT | Airport traffic control tower |
| ATD | Regional air traffic division |
| ATIS | Automatic terminal information service |
| ATM | Air Traffic Manager |
| ATREP | Air Traffic representative |
| ATTS | Automated Terminal Tracking Systems |
| AWIS | Automated weather information service |
| AWOS | Automated Weather Observing System |
| CA | Conflict alert |
| CAP | Civil Air Patrol |
| CARF | Central Altitude Reservation Function |
| CAS | Civil Aviation Security |
| CD | Clearance delivery |
| CDR | Continuous Data Recording |
| CERAP | Combined central/RAPCON |
| CFR | Code of Federal Regulations |
| CIC | Controller-in-charge |
| CIRNOT | Circuit Notice |
| COB | Close of business |
| CONUS | Continental/Contiguous/Conterminous United States |
| COTC | Computer operator terminal console |
| CTRD | Certified Tower Radar Display |
| CWA | Central weather advisory |
| CWSU | Central weather service unit |
| DARC | Direct access radar channel |
| DASI | Digital altimeter setting indicator |
| DEDS | Data entry display system |
| DF | Direction finder |
| DME | Distance measuring equipment |
| DOD | Department of Defense |
| DOE | Department of Energy |
| DOT | Department of Transportation |
| DP | Display processor |
| DSP | Departure sequencing program |
| DTM | Digital terrain maps |
| DVA | Diverse vector area |
| EASL | Existing automation service level |
| ECCM | Electronic counter counter measures |
| ECM | Electronic counter measures |

| ABBREVIATIONS | MEANING |
|-----------------|--|
| EDCT | Expect departure clearance time |
| EFAS | En route flight advisory service |
| ELT | Emergency locator transmitter |
| EOVM | Emergency obstruction video map |
| EPIC | El Paso Intelligence Center |
| ESL | Emergency service level |
| ETMS | Enhanced Traffic Management System |
| FA | General ground delay program |
| FAA | Federal Aviation Administration |
| FAR | Federal Aviation Regulations |
| FDIO | Flight data input/output |
| FIAO | Flight inspection area office |
| FOIA | Freedom of information act |
| FOUO | For Official Use Only |
| FP | Flight plan |
| FPL | Full performance level |
| FSDO | Flight Standards district office |
| FSL | Full service level |
| FSS | Flight service station |
| FW | Flight watch |
| FWA | Flight watch area |
| FWCS | Flight watch control station |
| GA | General aviation |
| GADO | General aviation district office |
| GC | Ground control |
| GENOT | General notice |
| HIRL | High intensity runway lights |
| ICAO | International Civil Aviation Organization |
| ICSS | Integrated communication center |
| IFR | Instrument flight rules |
| IFSS | International flight service station |
| ILS | Instrument landing system |
| INATS | Interruption of air traffic service |
| INS | Immigration and Naturalization Service |
| IR | IFR MTR |
| LAA | Local airport advisory |
| LAAS | Low altitude alert system |
| LAHSO | Land and hold short operations |
| LAWRS | Limited aviation weather reporting station |
| LC | Local control |
| LCP | Legislative council for photogrammetry |
| LLWAS | Low level wind shear alert system |
| LOA | Letter of agreement |
| LOGT | Log/tally print time |
| MA | Monitor alert |
| MALS/RAIL | Medium approach light system and runway alignment indicator lights |
| MCI | Mode C intruder |
| MDM | Main display monitor |
| MEA | Minimum en route IFR altitude |
| M-EARTS | Micro-En Route Automated Radar Tracking System |
| MIA | Minimum IFR altitude |
| MIT | Miles-in-trail |

Section 2. RESPONSIBILITIES

2-2-1. LEGAL LIABILITIES OF PERSONNEL

a. Guidelines for representing Federal employees named in tort claims are promulgated by the Department of Justice (28 CFR Part 50).

b. When warranted, disciplinary action shall be taken without regard to possible adverse effects on the FAA position in subsequent lawsuits, enforcement proceedings, or similar actions.

c. In the case of an accident or incident resulting in a National Transportation Safety Board (NTSB) or a military investigation or hearing, it may be necessary to delay disciplinary action until the determination of the investigation or hearing. This is done only to ensure that all facts are known before final action is taken. The determination in such investigations shall not be used as a basis for initiating disciplinary action.

2-2-2. JOB REQUIREMENTS

Each person shall be familiar with the duties and responsibilities of his/her own position, those of his/her subordinates, if applicable, and to a limited extent, with those of his/her immediate supervisor. Each specialist, when designated, shall supervise and assist in training other specialists as appropriate.

2-2-3. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY

a. AT managers shall determine which sectors or positions require "duty familiarization" for each shift and shall provide a facility directive which specifies all sources of operational information which must be read and/or discussed as a part of the familiarization. Familiarizations should be scheduled within an 8-hour shift to the extent possible.

b. AT managers shall determine which sectors or positions must maintain operational continuity through a transfer of position responsibility and shall:

1. Review each sector or position and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position.

(a) Items which should be included on the checklist, if relevant, are:

(1) STATUS INFORMATION AREA/S.

(2) EQUIPMENT: NAVAID's, Radar(s), Radios, Automated Weather Observing Systems, etc.

(3) AIRPORT CONDITIONS/STATUS.

(4) AIRPORT ACTIVITIES; e.g., snow removal, vehicles on runway, etc.

(5) ALTIMETER/TRENDS.

(6) WEATHER/TRENDS.

(7) FLOW CONTROL.

(8) SPECIAL ACTIVITIES; e.g., restricted/warning areas in use, airshows, flight checks, new procedures, etc.

(9) SPECIAL INSTRUCTIONS/RESTRICTIONS; e.g., due to adjacent position training, nonstandard staffing/configuration, etc.

(10) STAFFING.

(11) TRAINING IN PROGRESS.

(12) VERBALLY STATE RUNWAY STATUS; unavailable, closed, occupied.

(13) TRAFFIC.

(b) The checklist for a specific position need not include those items which are incorporated into the Status Information Area/s used by that position.

(c) Status Information Area/s (SIA), when available, shall be the first item listed on the position checklist.

(d) When traffic is included on the position checklist, it shall be the last item listed. When relevant to the position, include the following sub-items under the traffic heading so that they will not be inadvertently overlooked:

(1) Special Activity Aircraft; e.g., aircraft operating in a special use area/airspace, helicopters on prescribed routes, etc.

(2) Point out aircraft.

(3) Holding aircraft.

(4) Primary targets with no associated alphanumeric.

(5) Aircraft handed off but still in the airspace.

(6) Aircraft released but not yet airborne.

(7) Nonradar operations.

(8) VFR advisory aircraft.

(9) Aircraft standing by for service.

(10) Coordination agreements with other positions.

(11) Special problems, requests, or instructions.

(e) AT managers may *increase* the number of items and/or the level of detail of the position relief checklists as they deem necessary.

2. To the extent possible, provide a SIA/s from which specialists may obtain the operational information relevant to the position being worked. The SIA/s may consist of a single or any combination of informational sources where status information can be recorded and displayed. These areas may include, but not be limited to, facility/area/position status boards, weather status boards, "hot item" binders, clip board information sheets, and designated areas for written notes.

3. Designate, through a facility directive, the position/s having responsibility for the accuracy of the various items contained on the SIA/s. The designated position/s should be the focal point for the type of status information for which they are responsible and, except for the accuracy of written notes located at the position, should not be a specialist having primary and direct responsibility for the provision of service or separation to aircraft.

c. To the maximum extent practicable the position relief briefing shall be recorded.

d. Specialists manning the positions identified under subpara 2-2-3b, requiring the maintenance of operational continuity, shall conduct a position relief briefing in accordance with FAAO 7110.65, *Air Traffic Control*, Appendix D, *Standard Operating Practice (SOP) for the Transfer of Position Responsibility*, or FAAO 7110.10, *Flight Services*, Para 1-3-3, *Duty Familiarization and Transfer of Position Responsibility*.

e. Responsibilities:

1. The specialist being relieved shall be responsible for ensuring that any pertinent status information of which he/she is aware is relayed to the relieving specialist and is either:

(a) Accurately displayed on the SIA/s for which he/she has responsibility, or

(b) Relayed to the position having the responsibility for accurately displaying that status information.

2. The relieving specialist shall be responsible for ensuring that any unresolved questions pertaining to the operation of the position are resolved prior to accepting responsibility for the position.

3. The relieving specialist and the specialist being relieved shall share equal responsibility for the completeness and the accuracy of the position relief briefing.

NOTE-

The sharing of this responsibility means that the specialist being relieved is obligated to provide a complete, accurate briefing, and the relieving specialist is obligated to ensure that a briefing takes place and is to his/her total satisfaction.

4. The specialists engaged in a position relief shall conduct the relief process at the position being relieved unless other procedures have been established and authorized by the facility AT manager.

2-2-4. OPERATING INITIALS

a. Specialists shall be assigned two-letter operating initials to identify the employee for record purposes. When all combinations of letters are depleted, duplicate initials may be assigned to personnel working in different areas of specialization.

b. Unless signatures are specifically requested, use assigned operating initials for all operating forms, interphone contacts, marking of recorder tapes, and other records.

c. A current file of assigned initials shall be maintained.

2-2-5. SIGN ON/OFF PROCEDURES

a. Supervisory traffic management coordinators/operations supervisors are responsible for ensuring that specialists accurately complete the personnel log when signing on and off duty for time and attendance recording. FAA Form 7230-4, or a locally produced equivalent form is the primary document used for time and attendance purposes.

b. FAA Form 7230-10, "Position Log," shall be used to indicate position responsibility unless automated position sign on/off procedures are used. FAA Form 7230-4, "Daily Record of Facility Operation Log," may be used in lieu of the Position Log to indicate position responsibility only at the supervisory traffic management coordinator-in-charge (STMCI), operations supervisor-in-charge (OSIC), traffic management coordinator-in-charge (TMCIC), and controller-in-charge (CIC) positions.

2-2-6. CIRNOT HANDLING

A CIRNOT initiated by WMSCR/NNCC shall be transmitted to all circuit users.

a. WMSCR/NNCC shall maintain a record of all CIRNOT's and forward a hard copy to FAA Headquarters, ATP-120 by the most expeditious means available.

b. AFSS/FSS AT managers shall provide CIRNOT's to ATD and/or other field facilities upon request.

c. CIRNOT's should be retained at the receiving facility for 120 days.

NOTE-

The most expeditious means is transmitting the CIRNOT via facsimile, telephone, mail, electronic mail, etc.

2-2-7. GENOT HANDLING

A GENOT initiated by headquarters AT organizations, requiring distribution to AT facilities, shall be transmitted to all ATD's, Flight Service Stations (FSS), Automated Flight Service Stations (AFSS), and ARTCC.

a. ATD's shall distribute GENOT's to the following using the most expeditious means available:

1. The headquarters of organizations, within the geographic area of the region, that provide FAA contract and non-Federal tower services.

EXAMPLE-

The Southern Region will transmit GENOT's to Barton Air Traffic Control headquarters because that organization is located in Tennessee.

2. FAA military ATREPS assigned to the region.

NOTE-

The most expeditious means is transmitting the GENOT via facsimile, telephone, mail, electronic mail, etc.

b. The AFSS/FSS shall distribute the GENOT to all FAA field facilities addressed, except ARTCC's, within their designated areas as determined by the parent region using the most expeditious means available.

REFERENCE-

Para 2-2-7a2 Note.

c. Terminal Hub facilities distribute all GENOT's in plain language format to all non-Federal and contract ATCT's which are located within their Hub Area. The GENOT shall be distributed in the most expeditious means available.

REFERENCE-

Para 2-2-7a2 Note.

d. AT managers at all facilities shall:

1. Disseminate GENOT information to concerned facility personnel. The content of the message will dictate the priority of the distribution.

2. Ensure that all employees with a need to know are thoroughly briefed on the change prior to performing their duties.

3. Ensure that the appropriate entry is made in the employee's Training and Proficiency Record, Form 3120-1.

2-2-8. PERSONNEL BRIEFINGS REGARDING AT BULLETIN ITEMS

The *AT Bulletin* is a means of communication between Headquarters and field facilities. It is routinely published and distributed quarterly. In addition, special issues are published and distributed as necessary. It is not a directive, nor is it to implement new procedures. Its intent is to transmit "reminders" concerning proper application of procedures and other instructions. To provide continuity of communication, facility AT managers shall:

a. Ensure that the facility is on distribution list for the *AT Bulletin*. Any corrections/additions/deletions should be directed thru the regional distribution officer.

b. Ensure that *AT Bulletin* items with operational/procedural impacts are verbally discussed/briefed with facility personnel. These briefings shall take place within 30 days after receipt of the bulletin. Once the briefings are given, a notation shall be inserted in each individual's FAA Form 3120-1, including the certification signature provided by the staff specialist/supervisor and the employee's initials. The option/s for which briefing is required will be indicated by an asterisk followed by one or more letter designators; i.e.:

1. *T - Tower, combined tower/approach control;
2. *R - TRACON;
3. *F - AFSS/FSS;
4. *E - ARTCC (En Route);
5. *EF - ARTCC and FSS; etc.

c. Solicit suggested *AT Bulletin* items, having operational/procedural impact from facility personnel at regular personnel or crew briefings; evaluate and forward those considered appropriate for regional

review. ATD's shall evaluate and forward to ATP-100 those proposals considered significant and national in scope.

2-2-9. LAW ENFORCEMENT INFORMATION

Law enforcement information; e.g., aircraft identification, flight schedules, flight operations, procedures, aircraft lookouts, etc., is of great value to drug traffickers and others attempting to circumvent the law. Although law enforcement information is normally unclassified, it is considered to be inherently sensitive, of a confidential nature, and is to be handled on a "For Official Use Only" (FOUO) basis. Facility AT managers shall ensure that such information is safeguarded from disclosure in accordance with FAAO 1600.15, *Control and Protection of "For Official Use Only" Information*, whether the information is physically marked with the FOUO term or not. "Safeguarded from disclosure" includes precaution against oral disclosure, prevention of visual access, and precaution against unauthorized release, gratuitously or in response to a specific request.

2-2-10. PERFORMANCE DEFICIENCY CORRECTIVE ACTIONS

a. Remedial training shall be conducted in accordance with Chapter 2, Section 3, of FAAO 3120.4, *Air Traffic Technical Training*.

b. Performance deficiencies which have proven not to be correctable through the remediation process shall be resolved under FAAO 3500.7, *FAA Performance Management System*.

c. Disciplinary action may not be taken against an employee for performance which led to an operational error or deviation if all the following conditions were met:

1. The employee's action or lack of action was inadvertent; and

2. The employee's action or lack of action did not involve a criminal offense, accident, or action under Section 609 of the Federal Aviation Act which discloses a lack of qualification or competency, which is wholly excluded from this policy; and

3. The employee shows proof that within 10 days after the occurrence of the operational error or deviation he/she completed and delivered or mailed a written report of the occurrence to National Aeronautics and Space Administration (NASA), Aviation Safety Reporting System (ASRS).

2-2-11. PERSONNEL BRIEFINGS REGARDING ORDER CHANGES

AT managers shall ensure that facility AT personnel are verbally briefed on changes to FAAO 7110.65, *Air Traffic Control*, FAAO 7210.3, *Facility Operation and Administration*, and FAAO 7110.10, *Flight Services*, that have operational/procedural significance.

2-2-12. SYSTEMS MANAGEMENT OF VSCS EQUIPMENT

AT facility managers shall determine which VSCS console equipment (VCE) positions require tailored checklists. The checklist shall include as a minimum, the configuration map in use and the specific position eligibility/capability (classmark) adapted to maintain operational continuity.

2-2-13. REPORTING EQUIPMENT TROUBLE

Equipment trouble reports are normally delivered by AT personnel to AF personnel in person or by telephone. Locally developed procedures that are agreed to jointly by the AT and AF managers may be used for trouble reporting. In the absence of locally developed procedures, the following shall apply: Trouble reports shall specify the facility, sector and position affected and include a brief description of the problem. In addition,

a. For air/ground communications problems, the frequency or frequencies affected shall be specified.

EXAMPLE-

"Atlanta Sector 66R side 123.4 no transmit."

b. For air/ground communications problems, the calling and the called locations shall be specified.

EXAMPLE-

"Seattle Sector 46D side hot line to Salt Lake City is not working."

Section 6. WATCH SUPERVISION—*Terminal/En Route*

2-6-1. WATCH SUPERVISION

a. Watch supervision requires maintaining situational awareness (defined below) of traffic activity and operational conditions in order to provide timely assistance to specialists and that ensure available resources are deployed for optimal efficiency. Watch supervision may be performed by a manager, supervisor, or controller-in-charge (CIC). The objectives and tasks of watch supervision shall be specified in a facility directive, which is focused on operational requirements. The directive shall specify, as a minimum, the required tasks for maintaining a safe and efficient operation. These tasks shall include, but are not limited to:

1. The requirement to provide guidance and goals for the shift.
2. Monitoring/managing traffic volume/flow.
3. Position assignments.
4. Position relief.
5. Training assignments.
6. Processing leave requests (e.g., leave approval).
7. Configuring/monitoring/reporting equipment status.
8. Data collection and reporting.
9. Monitoring presidential aircraft movement.
10. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Simply put, situational awareness means knowing what is going on around you.
11. Management of the operational environment with a goal toward eliminating distractions.

NOTE-

Individuals medically disqualified or taking medically disqualifying substances shall not be assigned watch supervision duties, in accordance with para 2-8-6, Restricted Drugs.

b. In the role of watch supervision, a CIC shall have the same authority, responsibility, and accountability as a supervisor, whether the authority and responsibilities were assigned by written directive, verbal direction, or local practice, with the following exceptions:

1. Evaluating and counseling employees on their performance.
2. Recommending selections, promotions, awards, disciplinary actions, and separations.
3. Site Coordinator for drug or alcohol testing.

NOTE-

On-the-spot corrections are not considered an evaluation of performance and are required as part of CIC duties.

2-6-2. WATCH SUPERVISION ASSIGNMENTS

a. Efficient air traffic services require watch supervision regardless of the number of people assigned. Facilities shall establish local procedures for watch supervision assignments.

b. When two or more supervisory traffic management coordinators (STMC) are on duty, one shall be assigned as supervisory traffic management coordinator-in-charge (STMCI).

c. When two or more operations supervisors (OS) are on duty, one shall be assigned as operations supervisor-in-charge (OSIC).

d. When two or more specialists are on duty and no supervisory personnel are available, one specialist who is fully qualified and rated in the assigned operational area shall be designated as CIC to perform the watch supervision duties.

NOTE-

In combined radar/tower facilities, when there's a tower CIC and TRACON CIC, one shall be designated as the overall controller-in-charge (OCIC).

e. At facilities where a specialist stands a watch alone, the responsibility for watch supervision becomes part of his/her duties.

f. Personnel performing watch supervision duties may be required to perform operational duties in addition to watch supervision duties. The performance of operational duties should be done on a limited basis such as during periods of low activity.

g. An individual is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the function. If the supervisor/CIC leaves the operational area or is engaged in an activity which will interfere with or preclude the performance of watch supervision duties, then another qualified individual must be designated to supervise the watch.

2-6-3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION

a. Prior to being designated as a CIC, specialists shall meet the following prerequisites:

1. Have been certified for 6 months in the area/facility CIC duties are to be performed. (The Air Traffic Division Manager may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the ATD.)

2. Be operationally current.

3. Receive a recommendation by CIC recommendation panel.

4. Be selected by the Air Traffic Manager or his/her designee.

5. Successfully complete CIC training.

b. Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subpara 2-6-3a1 at the new facility; however, they must meet all other prerequisites.

NOTE-

In combined radar/tower facilities, specialists who are certified in the tower cab may be designated as CIC in the tower, provided all of the above prerequisites are met.

2-6-4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS

a. All eligible employees who meet the prerequisites of para 2-6-3a1 and 2 shall be considered for selection as CIC. AT managers, when determining facility requirements for CIC's, shall consider the following:

1. Facility operational needs.

2. Scheduling concerns.

3. Staffing concerns.

4. Special events.

5. Other issues.

b. When facility requirements are established, AT managers shall, by written directive, designate a panel to forward recommendations for CIC candidates to the designated selecting official. A facility may have one recommendation panel for each area of specialization.

c. The recommendation panel shall consist of at least a first level supervisor and a union representative.

d. The recommendation panel shall consider the following knowledge, skills, and abilities (KSA) in reviewing each candidate. These KSA's shall include but are not limited to:

1. Problem solving and analytical ability.

2. Planning and organizing.

3. Decisiveness.

4. Judgement.

5. Communication skill.

6. Interpersonal skill.

e. The recommendation panel shall forward its recommendations to the Air Traffic Manager or his/her designee. Written feedback shall be provided to the selecting official for all candidates not recommended including dissenting opinions.

f. Candidates who are not selected to be a CIC, upon request, shall be advised of the reasons for nonselection. If applicable, specific areas the employee needs to improve shall be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

2-6-5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position shall be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions shall not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

2-6-6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

Section 10. WIND/ALTIMETER INFORMATION

2-10-1. WIND INSTRUMENT SENSORS

AT managers shall designate in a facility directive which wind sources shall be used for operational purposes.

a. Towers equipped with LLWAS may use direct dial or LLWAS wind information for weather observations, except where automated wind information is available.

b. Approach control facilities may use direct dial, LLWAS, or automated display wind information for operational purposes.

c. AFSS's/FSS's shall use direct dial or automated display wind information for operational purposes.

d. Other exceptions shall be referred to ATP-100 for approval.

2-10-2. WIND INDICATOR CROSS CHECK

All FAA facilities having an associated NWS office or military weather station using the same sensing equipment shall compare wind direction and speed indicator readings at the beginning of each work day with those of the NWS or military weather station, keeping in mind that the NWS wind direction equipment are oriented to true north. Apply the magnetic variation to ensure a correct reading. Coordinate the time of the cross-check and the associated procedures with the meteorologist-in-charge or other appropriate officer. Wind instrument errors shall be handled as follows:

a. If an FAA wind direction indicator is out of tolerance with other indicators on the same sensor by 5 degrees, or if the wind speed indicator reveals a disparity of plus or minus 5 knots, notify the appropriate maintenance personnel immediately for corrective action.

b. If the indicators show an error of over 10 degrees or 10 knots, the equipment shall be considered inoperative. In this case, obtain further wind information from other properly functioning wind instruments in the tower, local AFSS/FSS, the NWS, or military weather office. Notify the appropriate maintenance personnel of all outages.

2-10-3. ALTIMETER REQUIREMENTS

a. At least two aneroid altimeter setting indicators (ASI) or one ASI and a traceable pressure standard are required in a TRACON, radar approach control (RAP-

CON), terminal radar approach control in tower cab (TRACAB), combined center/RAPCON (CERAP), radar ATC facility (USN) (RATCF), tower cab, and a FSS/AFSS that takes weather observations and/or provides LAA. When two or more facilities (or a NWS commissioned/certified automated weather observing system) are located on the same airport, the requirement may be reduced to one aneroid ASI per facility. Aircraft altimeters shall not be used in reporting altimeter settings.

NOTE-

1. Stand alone RADAR approach control facilities (TRACON, RAPCON, RATCF, CERAP) not associated with a control tower are only required to maintain altimeter settings for those airports under their jurisdiction.

2. A digital ASI (DASI) system is considered as one aneroid ASI instrument for the purpose of this paragraph.

b. At locations with commissioned ASOS or commissioned dual transducer AWOS units, the ASOS/AWOS becomes the pressure standard. If the ASOS/AWOS is inoperative, a Stand Alone Weather System (SAWS) or DASI may be considered as the pressure standard.

2-10-4. COMPARISON CHECKS

a. Facilities equipped only with aneroid instruments:

1. Compare the reading of each aneroid instrument (ASI) daily and each nonpressure standard digital instrument (DASI) monthly with the altimeter setting issued by an associated facility having a traceable pressure standard located either on the airport or within the distances set forth in subparas d and e.

2. When the differences between the two altimeter settings exceeds 0.05 in. Hg. at nonprecision approach locations or 0.02 in. Hg. at precision approach locations, remove the instrument from service and notify AF personnel. When all ASI instruments in the facility are found to exceed the tolerances, report the altimeter setting as *missing*.

3. When the difference is less than the tolerances specified in subpara 2 above, the value (+ or -) is applied as the correction factor to determine the operational altimeter setting.

(a) On dial-type display ASI's, post the correction factor directly on the face of the instrument. Use the same comparison procedures and determine the correction factor for each instrument in the facility.

(b) On digital ASI (DASI) systems, post the correction factor on or near the display/s. Local facility

procedures may be developed in coordination with the associated airway facilities office to adjust the DASI to display the corrected altimeter setting.

b. Facilities equipped with aneroid instruments and a traceable pressure standard:

1. Make two comparisons at least 6 hours apart, but not more than 8 hours, on the same day of the week. Enter all comparison data on the appropriate form. Every week, determine the mean of the 10 last comparisons, and use this figure as the posted correction to apply to the reading of the ASI.

2. Additional comparison procedures are described in handbooks applicable to the facility.

c. At locations with commissioned ASOS or commissioned dual transducer AWOS units, the ASOS/AWOS becomes the pressure standard. Compare the reading of each aneroid ASI to the pressure standard daily and each digital ASI (SAWS/DASI) monthly. In the event of a failure of the pressure standard instruments, a comparison must be made within 36 hours. Tolerances and posting procedures are contained in subparas a2 and a3.

d. At locations not served by a weather reporting station, make a comparison against an adjacent weather service office, commissioned dual transducer AWOS or ASOS systems, an AFSS/FSS or a LAWRS facility having a traceable pressure standard.

1. At locations where precision approaches are conducted, the weather reporting station is not more than 10 NM away, and at both locations the wind speed is 12 knots or less with no gusts above 15 knots.

2. At all other locations the distance must not exceed 25 NM, and at both locations the wind speed must be 15 knots or less with no gusts above 20 knots.

3. The difference in elevation does not exceed 100 feet at precision approach locations and 200 feet at all other locations.

4. The station's temperature at both locations must be within 30 degrees Fahrenheit of the standard atmosphere temperature for the station's elevation.

NOTE-

The following formula may be used to determine the standard atmosphere temperature for station elevation:

$$T = 60^{\circ}\text{F} - 0.0036H$$

Where

T = Standard Atmosphere Temperature, and

H = Field Elevation.

5. Do not use altimeter setting values from aneroid instruments when the difference exceeds ± 0.02 in. Hg. at precision approach locations or ± 0.05 in. Hg. at all other locations.

e. A traceable pressure standard is required for routine altimeter setting comparison checks at all facilities that exceed the requirements of subpara d.

2-10-5. DELIVERY OF ALTIMETER SETTING TO ARTCC

ARTCC's having a requirement for interphone delivery of altimeter settings, or changes of report, shall make arrangements with AFSS/FSS/terminals for delivery to associated sector/s.

2-10-6. BROADCAST DENSITY ALTITUDE ADVISORY

Terminal and AFSS/FSS facilities at airports with field elevations of 2,000 feet MSL or higher shall broadcast a density altitude advisory to departing general aviation (GA) aircraft whenever the temperature reaches a certain level. These broadcasts shall be made on ground control (GC), clearance delivery (CD), airport advisory, transcribed weather broadcast (TWEB), or automatic terminal information service (ATIS) as appropriate. Use the following table to determine broadcast applicability: (See TBL 2-10-1.)

BROADCAST APPLICABILITY

| <i>Field Elevations (MSL)</i> | <i>Broadcast Advisory When Temperature is</i> |
|-------------------------------|---|
| 2,000 to 2,999 | 85°F and higher |
| 3,000 to 3,999 | 80°F and higher |
| 4,000 to 4,999 | 75°F and higher |
| 5,000 to 5,999 | 70°F and higher |
| 6,000 to 6,999 | 65°F and higher |
| 7,000 and higher | 60°F and higher |

TBL 2-10-1

Chapter 3. FACILITY EQUIPMENT

Section 1. GENERAL

3-1-1. BASIC EQUIPMENT

a. The basic operating equipment for ARTCC's consist of flight progress boards, radar displays, communications, automation, and where applicable, URET CCLD equipment arranged in individual units called sectors and laid out in accordance with master plans maintained in the regional office. AT managers may recommend changes to these plans.

b. The basic operating equipment for terminals consists of a control desk, frequency control panel, weather instruments, recorders and, as required, "data communication", radar, and automation equipment arranged in many different configurations according to the type of facility and generally conforming to master plans maintained in regional offices. AT managers may recommend changes to these plans.

c. The basic operating equipment for AFSS's/FSS's consist of radio and landline communications equipment, flight progress boards, pilot briefing equipment, recorders, "data communication" equipment, displays of aeronautical and meteorological information, direction-finding equipment, aircraft orientation plotting boards, "orientation, direction-finding equipment and aircraft orientation" arranged according to master plans maintained in regional offices. AT managers may recommend changes to these plans.

3-1-2. PERIODIC MAINTENANCE

a. Requests from AF personnel for approval to shut down AT system components for periodic maintenance are forwarded to the AT facility having approval authority.

b. If conditions prevent approval of the shutdown at the time requested, the STMCIC should cooperate fully and work with AF personnel in arranging an alternative time. Ordinarily, shutdowns of AT system components should be planned to occur during the hours of least traffic activity regardless of the time of day.

c. When a NAVAID shutdown will affect another facility's operation, the facility having approval authority shall coordinate with other facilities concerned. This includes coordination of VHF/DF shutdown with the appropriate DF Net Control facility.

d. Upon facility acceptance of any URET CCLD system, that system becomes a component of the AT system for the purposes of requests from AF personnel for approval to shut down that system for periodic maintenance.

e. Notification of any planned or unplanned outage of URET CCLD shall be coordinated following the guidelines in Chapter 8, NAS En Route Automation, and guidelines developed and maintained by URET facilities.

3-1-3. NATIONAL AIRSPACE SYSTEM (NAS) CHANGES

When programs are initiated which will result in inauguration, commissioning, alteration, or decommissioning of NAS components (NAVAID's, facilities, services, etc.), supervisors shall ensure, to the extent practicable, that effective dates coincide with the U.S. 56-day cycle effective dates for charting publications.

3-1-4. TRAFFIC LIGHTS, GATES, AND SIGNALS

AT personnel shall not operate traffic lights, gates, signals, or similar devices for restricting or preventing transit of persons or vehicles between airport movement areas and other on/off airport areas, or to control vehicular traffic on streets, highways, rail, or other similar areas when traffic thereon may be incompatible with aircraft operations. The control of such traffic is the responsibility of airport management or other appropriate authorities.

3-1-5. CLEANING INSTRUMENT COVERS

AT managers shall ensure that personnel use a moist cloth when cleaning glass or plastic instrument covers to preclude the creation of static charges.

3-1-6. ENGINE GENERATOR TRANSFER PROCEDURES FOR ANTICIPATED POWER FAILURE

a. STMCIC or OSIC at terminal facilities and ARTCC's shall inform the Systems Engineer (SE) or other appropriate AF supervisor of any severe storm activity approaching the facility.

b. At facilities without an operational power conditioning system (PCS), STMCIC or OSIC shall coordinate with the SE or other appropriate AF supervisor to determine a mutually acceptable time to change to/from generator power.

NOTE-

1. AT and AF personnel are required to monitor weather reports and radar to determine when severe storm activity is approaching a facility. At least 30 minutes prior to the estimated arrival of a severe storm in the area of a facility, maintenance personnel will start engine generators at facilities as indicated in appropriate agency directives. (These include the Facilities Master File; FAAO 6030.31, Restoration of Operational Facilities; FAAO 6980.5, Engine Generator Transfer Procedures for Anticipated Power Failure; local contingency/emergency plans, or any other directives pertaining to restoration of services.) This 30-minute start-up requirement does not apply at facilities where at least one of the following conditions exists:

a. The facility has an operational PCS.

b. Maintenance personnel are not on duty at the time action is required.

c. AT has remote control of the engine generators.

2. After coordinating with AT, AF shall (depending on the type of auxiliary power system) either place the facility on generator power or place the generator on the loadbank until the storm activity has left the area. (The change back to commercial power will be made at the coordinated time.)

3. It is important to note that at facilities with an operational PCS, no action other than the initial storm notification is required since the transfer to generator power occurs automatically with no power interruption when commercial power fails.

REFERENCE-

FAAO 6030.31, Restoration of Operational Facilities;
FAAO 6980.5, Engine Generator Transfer Procedures for Anticipated Power Failure.

Section 10. ARTS COLOR DISPLAYS (ACD) TERMINAL

3-10-1. GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS

- a.** Whenever color is used to code critical information it must be used along with another method of coding.
- b.** Cultural color conventions (such as red for danger and yellow for warning) should not be violated.
- c.** The color pure blue should not be used for text,

small symbols, other fine details, or as a background color.

- d.** Color use needs to be consistent across all of the displays that a single controller will use.

e. Facility air traffic managers shall make all requests for any color changes to color baseline through the Air Traffic Planning and Procedures Program Director, ATP-1.

Section 7. REPORTS

4-7-1. MONTHLY REPORTS

Facilities shall submit monthly reports to the ATD by the 5th day of the following month. Distribution shall be made in accordance with appropriate instructions.

4-7-2. INTERRUPTION OF AIR TRAFFIC SERVICES (INATS)

Although specific guidelines cannot be provided, an interruption is considered to exist when:

a. Delays occur or may occur as a result of an abnormal situation; e.g., radar, radio, or NAVAID failure, unusual weather, abnormal personnel absenteeism.

b. Any other major system component fails.

4-7-3. FILING AN INATS REPORT

The decision to report an interruption of the normal flow of air traffic rests with the facility AT manager or his/her designated representative. When it is determined that an interruption may occur or has occurred, report promptly as follows:

a. Identify the report with the code INATS.

b. Telephone the report to the ATCSCC, ATT-200, using the dedicated traffic management lines. If these lines are not available, use COMM telephone, (703) 904-4525.

c. Telephone the report to the ROC.

d. If appropriate, notify the local AF representative when an INATS report has been sent.

e. Reports should be as factual as possible without violating security regulations. Include as appropriate:

1. A brief statement of the situation.

2. A brief statement about aircraft delays and/or diversions and the cause of the interruption.

3. A brief description of contingency plans implemented.

4. A statement regarding the extent of coordination with the local AF representative.

5. The time when normal operations are expected to resume.

f. The ATCSCC will immediately notify the Director of Air Traffic, AAT-1, and the Operations Center, ADA-30.

g. When normal operations resume or the condition which caused the interruption is corrected, notify those who received the original message.

NOTE-

Notification required above does not negate the reporting requirements of FAAO 1770.6, Operations Center.

4-7-4. DELAY REPORTING

AT personnel are responsible for reporting delays of 15 minutes or more that occur in facilities or airspace under their control. The cause of the delay, as well as the type aircraft involved (commercial, air taxi, general aviation, or military), and the duration of the delay shall be included in the daily reporting system. The Air Traffic operations network (OPSNET) is utilized for the purpose of submitting these reports electronically, as well as receiving summary reports and information from the *Air Traffic Tactical Operations Program* in FAA Headquarters. For more detailed information on OPSNET reporting policies and procedures, consult FAAO 7210.55, *Operational Data Reporting Requirements*.

4-7-5. SYSTEM IMPACT REPORTS

The ATCSCC is the focal point for the collection of information relating to operational system impacts; i.e. NAVAID/radar shutdowns, runway closures, telco outages, or any system event that has the potential to create an operational impact that would generate media interest.

a. Therefore, all AT facilities shall ensure that a dissemination and communication process is established to keep the ATCSCC abreast of all changes or equipment malfunctions that could have a significant system impact. Facilities without direct access may contact ATCSCC, COMM (703) 708-5144.

b. This does not eliminate, or in any way alter, current operational error/deviation or accident/incident reporting procedures with the Air Traffic Evaluations and Investigations Staff, AAT-20, region communications centers, and FAA Operations Center as set forth in this order, FAAO 8020.11, *Aircraft Accident and Incident Notification, Investigation, and Reporting*, and other appropriate directives.

**4-7-6. UNIDENTIFIED FLYING OBJECT
(UFO) REPORTS**

a. Persons wanting to report UFO activity should contact the National Institute for Discovery Sciences (NIDS) via the following methods:

(702) 798-1700 Voice
(702) 798-1970 Facsimile
<http://www.nidsci.org>

b. NIDS will ask a series of questions (verbal and/or via questionnaire) concerning the event.

NOTE-

NIDS is the single point of contact recognized by the FAA in regard to UFO information. They will maintain a national database on anomalous phenomena and periodically share that information with the FAA.

c. If concern is expressed that life or property might be endangered, also refer the individual to the local police department.

Section 7. USER REQUEST EVALUATION TOOL CORE CAPABILITY LIMITED DEPLOYMENT (URET CCLD)

6-7-1. GENERAL

a. URET CCLD, a decision support technology and component of the Free Flight Program, is utilized in the en route environment and is located at the Radar Associate (RA) position at an operational sector. The purpose of the tool is the prediction of conflicts between aircraft and between aircraft and special use or designated airspace, and it also provides trial planning and enhanced flight data management capabilities.

b. URET CCLD is designed to enhance the efficiency of the Sector Team by providing decision support in the prediction and resolution of potential conflicts, and as a result, allowing controllers more latitude in other tasks, such as responding to user requests. Further, the use of the tool could provide increased system safety, decreased system delays, and increased system flexibility, predictability, productivity, and user access.

c. URET CCLD predicts conflicts up to 20 minutes in advance using flight plan, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories. URET CCLD supports early identification and resolution of predicted conflicts and the evaluation of user requests, and it is to be used by the sector team in performing their strategic planning responsibilities.

6-7-2. OPERATIONAL SUPERVISOR-IN-CHARGE RESPONSIBILITIES

a. Where authorized, perform URET CCLD data entries to keep the activation status of designated URET CCLD Airspace Configuration Elements current.

b. Perform coordination and designated actions in the event of a URET CCLD outage or degradation, in accordance with the requirements of this order and as designated by facility directive.

c. Assist in sector preparations needed to transition to and from URET CCLD operations.

d. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

6-7-3. OPERATIONAL MANAGER-IN-CHARGE RESPONSIBILITIES

a. Where authorized, perform URET CCLD data entries to keep the activation status of designated URET CCLD Airspace Configuration Elements current.

b. Perform coordination and designated actions in the event of a URET CCLD outage or degradation, in accordance with the requirements of this order and as designated by facility directive.

c. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

6-7-4. FACILITY MANAGER RESPONSIBILITIES

a. Ensure LOA's, SOP's, MOU's and Sector Position Binders are current to support URET CCLD.

1. Facility managers shall consider URET CCLD functions and limitations in reviewing all current LOA's and/or negotiating all future LOA's.

2. The following items should be considered when reviewing LOA's:

- (a) Interfacility coordination procedures.
- (b) Special Use Airspace (SUA) use and status.
- (c) Restriction relaxation/removal.
- (d) Outage notification.
- (e) Degradation of functions notification.
- (f) Automated Information Transfer (AIT) procedures.

b. Ensure all facility directives are current to support URET CCLD. Directives shall include, but are not limited to:

- 1. URET CCLD Outages.
- 2. URET CCLD Airspace Configuration Elements Data Entry.
- 3. Standard Use of Automated Flight Data Management.

c. Ensure the Restrictions Inventory and Evaluation is conducted and maintained in accordance with this order.

d. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.

6-7-5. URET AIRSPACE CONFIGURATION ELEMENTS

a. URET CCLD Airspace Configuration Elements are:

1. Special Activity Airspace (SAA).

2. Arrival Stream Filters (ASF).

3. URET CCLD adapted altitude and speed restrictions.

b. For each airspace configuration element adapted in URET CCLD, facility directives shall designate at least one primary position and one secondary position to be responsible to update the status (e.g., active/inactive) and/or the activation schedule for that element.

NOTE-

1. Accurate conflict probe results require timely updates to the current activation status and/or the projected activation schedule for airspace configuration elements.

2. Designating a position to have secondary responsibility for each URET CCLD Airspace Configuration Element is essential to maintain the capability to perform updates in the event that equipment at the primary position is temporarily out of service.

3. Positions to be considered for primary or secondary designation include a specified sector, TMU, or operations supervisor.

c. ATC positions and personnel authorized by facility directive shall perform automation entries in a timely manner to update the status of SAA, restrictions, and ASF.

d. For a URET CCLD airspace configuration element that is associated with a particular sector or sectors and whose status is highly dynamic in nature:

1. The designated sector(s) should be assigned the primary responsibility to keep the URET CCLD status current.

2. The TMU or the appropriate operations supervisor should be assigned the secondary responsibility to keep URET status current.

6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT

Use of the following flight data management features of URET CCLD shall be standardized in accordance with individual facility directives:

a. Highlight for special attention.

b. Grouping for special attention.

c. Checkbox.

d. Heading and Speed.

6-7-7. URET CCLD OUTAGES

a. In accordance with Chapter 8, NAS En Route Automation, and the requirements in this chapter, URET CCLD facilities shall develop and maintain procedures for transition to and from URET CCLD operations.

NOTE-

The back up for URET CCLD is flight progress strips.

b. Planned Outages.

1. Schedule preventive or periodic maintenance of URET CCLD to coincide with periods of low air traffic volume.

2. Notification of planned local URET CCLD outages shall be coordinated with the Operations Manager no less than 2 hours in advance.

3. The Operations Manager shall notify the neighboring URET CCLD facilities of a planned URET CCLD outage no less than 1 hour in advance.

4. The Operations Manager shall notify Operations Supervisors of a planned URET CCLD outage as soon as known.

5. Each Operations Supervisor shall notify the sector teams in their area of a planned URET CCLD outage as soon as known.

6. At least 20 minutes prior to a local URET CCLD outage, Operations Supervisors shall ensure that sectors resume posting and maintenance of flight progress strips, in accordance with FAAO 7110.65, *Air Traffic Control*, requirements for a non-URET CCLD environment, except as otherwise permitted by facility directive.

c. Unplanned URET CCLD Outages.

1. A facility directive shall include a checklist detailing actions to be taken and roles and responsibilities during an unplanned URET CCLD outage.

2. When an unplanned URET CCLD outage occurs, sectors shall post and maintain flight progress strips in accordance with FAAO 7110.65, *Air Traffic Control*, requirements for a non-URET CCLD environment, except as otherwise permitted by facility directive.

NOTE-

1. A full transition to strips may not be necessary based on the duration of the outage. Outages of short duration may allow continued use of the URET CCLD data while strips are prepared for use in the event that the outage continues.

2. A "snapshot" of URET CCLD flight data at the time of the outage will be available to the sector team. Although the data will not be updated and will become stale, it may be used to assist the sector team while reestablishing the support of strips.

3. Any failure recovery action that will result in the automatic clearing of the URET CCLD data on a position's display shall be approved by the Operations Manager.

d. Degraded Conditions.

1. In the event that URET CCLD is operational, but alert data may be affected due to an associated equipment malfunction, the National Operations Manager (NOM) shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant of the potential for degradation.

2. When the associated equipment malfunction is corrected, the NOM shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant that the source of possible degradation has been corrected.

6-7-8. TRANSITION AND TRAINING PLANNING

The Facility Manager shall ensure that detailed facility plans are prepared defining:

a. Training schedules of Certified Professional Controllers, Operations Supervisors, Operations Managers, Traffic Management Coordinators, and Traffic Management Supervisors.

b. Training schedules of developmental controllers based on national training directives.

6-7-9. RESTRICTIONS INVENTORY AND EVALUATION

a. Facilities shall identify responsibilities and establish procedures for the creation and maintenance of a facility restriction inventory once URET CCLD is fully operational. Facility plans should include identification and cataloging each air traffic restriction by type, purpose, and frequency/duration in effect.

b. Facilities shall create a plan and conduct ongoing evaluations on the need to relax or remove restrictions not warranted during URET CCLD operations. This shall include URET CCLD impact on ability to relax/remove restrictions and identification of dependencies between ability to remove restrictions and automation capabilities/limitations.

c. Submit annually to the office of Air Traffic an Evaluation Report on facility restriction relaxation/removal related to URET CCLD.

d. Prior to implementation of restriction changes each ARTCC shall:

1. Coordinate with any effected ATC facility.
2. Coordinate with the ATCSCC, as appropriate.
3. Inform individual air carriers, as appropriate.

6-7-10. TRAFFIC COUNTS AND DELAY REPORTING

a. Automated counts of traffic activities are the preferred methods during use of URET CCLD.

b. Adherence to all applicable delay reporting directives shall continue while URET CCLD is operational.

c. Delay information, shall be recorded either on available flight progress strips, or on facility approved forms. Facility directives shall detail the procedures for collecting and reporting this information to the ATCSCC.

6-7-11. CONTROLLER-IN-CHARGE (CIC) TRAINING

Prior to being designated as CIC at URET CCLD operational ARTCC's, specialists shall have successfully completed appropriate URET CCLD training.

6-7-12. COMPUTER DATA RETENTION

Follow the guidelines detailed in this order to retain URET CCLD recorded data.

6-7-13. WAIVER TO INTERIM ALTITUDE REQUIREMENTS

a. If, at any URET CCLD facility, a facility directive has been issued to waive the mandatory computer entry of interim altitudes, controllers and supervisors in any effected area and adjacent areas or facilities shall be informed of the resulting potential for misleading URET CCLD alert data.

b. Each URET CCLD facility should strongly consider the benefits of URET CCLD in evaluating any current or future waiver for data entry of interim

altitudes. URET CCLD accuracy in assigning alert priorities for surrounding sectors, including those in neighboring URET CCLD facilities, is dependent upon the subject sector's entry/update of interim altitudes.

6-7-14. TRANSFER OF POSITION RESPONSIBILITY

Each URET CCLD facility shall ensure that pertinent URET CCLD information is integrated into any Position Relief briefing list, whether manual or electronic.

Chapter 8. NAS EN ROUTE AUTOMATION

Section 1. GENERAL

8-1-1. TRANSITION PROCEDURES

a. Facilities shall develop and maintain current detailed procedures for transition to and from the various automated and nonautomated modes of operation.

b. The transition plans shall include as a minimum:

1. Transition decision authority; i.e., the individual responsible for making the transition decision.

2. Specific transition procedures.

3. Detailed checklists specifying the duties and the responsibilities for the STMCIC, OS, Radar Position (R), and other appropriate positions. The checklist shall include, as a minimum, the following information/procedures:

(a) Transition decision authority.

(b) Coordination/notification procedures (intra- and interfacility).

(c) Specific duties/responsibilities (including detection and resolution of potential conflicts).

NOTE-

Whenever possible, coordination/notification procedures and duties/responsibilities should be listed in the order in which they are to be accomplished.

c. The ATM shall not cause or permit the operational use of the Direct Access Radar Channel (DARC) solely for purposes of training when the primary operational system is available.

8-1-2. ALTRV FLIGHT DATA PROCESSING

a. Facilities shall limit the computer processing of ALTRV flight plans to the following specific instances:

1. Classified ALTRV data, stationary and/or flight plan information, shall not be entered into the computer, processed, stored, or transmitted by the computer unless specific declassification data is provided, e.g., "declassified for NOTAM/computer flight plan processing 24 hours in advance." In the absence of declassified data, process this information manually and pass to only those personnel with a need-to-know. All data shall be marked with the appropriate level of security classification, collected when the need-to-know is

completed and destroyed according to security guidelines.

NOTE-

The use of a mission plan (MP) message is not authorized for processing classified ALTRV flight plans.

2. Unclassified ALTRV flight plan information may be entered into the computer for the purpose of generating flight progress strips in advance of the normal activation to reduce workload by use of the Mission Flight Plan Message (MP). The use of this message automatically inhibits the on-line transfer of ALTRV data.

3. Unclassified ALTRV flight plan information may be entered into the computer and transferred on-line when the mission will conduct a departure climb to a cruising altitude or block of altitudes and remain until conducting a descent to the destination airport.

4. Based on advance interfacility coordination, unclassified ALTRV flight plans may be entered, processed, and transferred on-line up to, but not beyond, the fix at which an en route altitude change occurs. "XXX" shall be inserted into the route of flight immediately after the fix at which the altitude change is to occur to prevent the production of any flight progress strips containing erroneous altitude information.

5. Based on advance interfacility coordination, unclassified ALTRV flight plans containing "XXX" in the route of flight in accordance with subpara 3 above, may be processed manually beyond the "XXX" fix or reentered into the computer for on-line processing with updated altitude information. An updated "XXX" shall again be inserted in the route of flight following the fix at which any further altitude change, except arrival descent, is to occur.

6. Based on advance interfacility coordination, unclassified ALTRV flight plans may be entered into the computer for on-line processing and transfer commencing at a fix after the last altitude change.

b. The facility officer designated military liaison and security duties is responsible for the development and implementation of methods for assuring the accuracy and the completeness of ALTRV flight plan and control information.

c. Estimates and revisions of ALTRV flight plans not processed on-line shall be forwarded via the Aeronautical Information System from facility to facility.

8-1-3. COMPUTER DATA RETENTION

a. Retain SAR/CDR computer and DLOG (if recorded) recordings and data communications/console typewriter printouts for 15 days unless they are related to an accident/incident as defined in FAAO 8020.11, *Aircraft Accident and Incident Notification, Investigation, and Reporting*. Retention of the latter shall be in accordance with FAAO 1350.15, Chapter 14, subparas 8020(1), (a), (b), (c), (d), and (exception).

b. If a request is received to retain computer data following an accident, the printout of the relative data will suffice, and the recording tape/disc may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and shall be retained in accordance with aircraft accident/incident retention requirements. Reduction of the SAR/

CDR and DLOG (if recorded) tapes/discs to hard-copy format shall be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the computer out of ATC service. Do not make these data and printouts a part of the accident/incident package.

c. If a request is received to retain a specific data recording and the data are available and contained on tape, the tape shall be retained in its entirety. If the data are contained on disc, the facility may transfer all pertinent data to magnetic tape and label the tape a *Duplicate Original*. After successful transfer, the disc pack may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the disc, the disc pack shall be retained in its entirety.

d. Treat SAR/CDR and DLOG (if recorded) tapes/discs/*duplicate and/or originals* and data communications/console typewriter printouts related to hijack aircraft the same as voice recorder tapes. (See para 3-4-4, *Handling Recorder Tapes or DAT's*.)

adjacent terminal facility(s) in the development of strategies to achieve the AAR.

3. Oversee departure fix balancing to ensure sector efficiency into the next facility's airspace.

4. Implement gate hold procedures as required to reduce airport surface congestion.

5. Coordinate with airport officials to ensure closures of runways, taxiways, and other airport facilities minimize operational impact.

6. Ensure optimum airspace/runway configurations.

7. Periodically analyze and review TM procedures to ensure effectiveness and adherence to programs/initiatives and, when necessary, make adjustments.

Cancel TM initiatives promptly when no longer needed.

8. Notify the appropriate facilities concerning local TM initiatives.

NOTE-

The appropriate ARTCC TMU shall be the focal point for any interface concerning TM related issues, as well as the mediator between terminal facilities. The ARTCC TMU will then coordinate with the ATCSCC on behalf of the TRACON or the tower. Because of the unique situation of the New York TRACON having three centers, the New York TRACON shall coordinate directly with the ATCSCC and have the ATCSCC conference the appropriate ARTCC's. In those instances where the ARTCC TMU is unable to resolve disputes between multiple terminal facilities, the ATCSCC shall have the final decision making authority.

Appendix 2. Air Carrier Points of Contact for Aircraft Identification Problems

AIR CANADA

Capt. R. D. Christie
Sr. Director - Flight Operations
Flight Opns. & Administration
P.O. Box 6002
Lester B. Pearson Int'l Airport
Toronto AMF, Ont., Canada L5P 1B4

ALASKA AIRLINES, INC.

Mr. Edward Haeseker
Mgr. - Air Traffic Control
P.O. Box 68900
Seattle-Tacoma Int'l Airport
Seattle, WA 98168

ALOHA AIRLINES, INC.

Mr. T. F. Derieg
Sr. V. P. - Flight Operations
P.O. Box 30028
Honolulu, Hawaii 96820

AMERICAN AIRLINES, INC.

Mr. R. J. Essell
Manager - Schedule Resources
MD 5539
P.O. Box 619616
Dallas/Fort Worth Airport, TX 75261-9616

AMERICAN TRANS AIR

Mr. S. J. Cooper
Vice President - Operations
Box 51609
Indianapolis International Airport
Indianapolis, IN 46251-0609

CANADIAN AIRLINES INT'L, INC.

Mr. G. A. Fitch
VP - Scheduling and Planning
Vancouver International Airport
Vancouver, B.C., Canada V7B 1V1

CONTINENTAL AIRLINES, INC.

Ms. Maureen Reynolds
Mgr. - Schedule Administration
Mail Code AGCSD, 13th Floor
2929 Allen Parkway
Houston, TX 77019-2119

DELTA AIRLINES, INC.

Mr. Scott Ambrose
Schedule Analyst
Schedule Development, Dept. 663
P. O. Box 20706
Atlanta, GA 30320-6001
Telephone: (404) 715-6876

DHL AIRWAYS, INC.

Mr. Richard Cozzi
VP - Airline Operations
Flight Operations
P.O. Box 75259
Cincinnati, Ohio 45275

EVERGREEN INT'L AIRLINES, INC.

Capt. Robert Warren
System Chief Pilot
3850 Three Mile Lane
McMinnville, Oregon 97128-9496

FEDERAL EXPRESS CORPORATION

Mr. J. Wharton
Manager - ATC/Flight Planning
Flight Safety Department
P.O. Box 727
Memphis, TN 38194-0122

HAWAIIAN AIR, INC.

Mr. Glenn Taniguchi
Director - Schedule Planning
P.O. Box 30008
Honolulu International Airport
Honolulu, Hawaii 96820

NORTHWEST AIRLINES, INC.

Ms. Ann Gill
ATC Specialist - Mail Stop N7310
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St. Paul, Minnesota N 55111-3034
Telephone: (612) 726-0608

REEVE ALEUTIAN AIRWAYS

Capt. V. L. Fondy
Vice President - Operations
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Anchorage, Alaska 99502-1091

SOUTHWEST AIRLINES COMPANY

Ms. Amy Bradt
Schedule Planner
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Dallas, TX 75235-1611

TRANS WORLD AIRLINES

Mr. Colin MacKenzie
Director - Current Schedules
100 South Bedford Road
Mt. Kisco, New York 10549

UNITED AIRLINES, INC.

Mr. David G. Faul
Staff Planner, Current Schedules
EXOAS
P.O. Box 66100
Chicago, Illinois 60666-0100

AIR WISCONSIN/UNITED EXPRESS

Mr. Bob Dunham
Manager - Scheduling
203 Challenger Drive
Appleton, WI 54915

UNITED PARCEL SERVICE

Mr. Nelson Whitlow
Manager - Flight Control
725 Beanblossom Road
Louisville, KY 40213

USAIR, INC.

Mr. Jerry A. Frissora
Director - Current Schedules
Crystal Park Four
2345 Crystal Drive
Arlington, VA 22227
Telephone: (703) 418-5408

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U.S. Department
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Federal Aviation
Administration

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BRIEFING GUIDE



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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1. PARAGRAPH NUMBER AND TITLE: 2-6-1. WATCH SUPERVISION

2. BACKGROUND: Watch Supervisor responsibilities were modified via Notice N 7110.210, Taxi Into Position and Hold Procedures.

3. CHANGE:**OLD****2-6-1. WATCH SUPERVISION**

a1 through a10

Add

NOTE-

Individuals medically disqualified or taking medically disqualifying substances shall not be assigned watch supervision duties, in accordance with para 2-8-6, Restricted Drugs.

NEW**2-6-1. WATCH SUPERVISION**

No Change

11. Management of the operational environment with a goal toward eliminating distractions.

No Change

4. OPERATIONAL IMPACT: None.**1. PARAGRAPH NUMBER AND TITLE: 2-10-3. ALTIMETER REQUIREMENTS**

2. BACKGROUND: This paragraph establishes the requirement that the listed types of facilities must have "at least" two aneroid setting indicators (ASI) or one ASI and a traceable pressure standard. A digital altimeter setting indicator (DASI) is considered as one ASI for the purpose of this paragraph. For clarification, the NOTE under subparagraph b, which says that a DASI may be considered as an ASI, is moved to subparagraph a. In addition, clarification has been added to subparagraph 2-10-3b stating that the Stand Alone Weather System (SAWS) or DASI may be used as the pressure standard if a commissioned ASOS/AWOS is not available.

3. CHANGE:**OLD****2-10-3. ALTIMETER REQUIREMENTS**

a. At least two aneroid altimeter setting indicators (ASI) or one ASI and a traceable pressure standard are required in a TRACON, radar approach control (RAPCON), terminal radar approach control in tower cab (TRACAB), combined center/RAPCON (CERAP), radar ATC facility (USN) (RATCF), tower cab, and a FSS/AFSS that takes weather observations and/or provides LAA. When two or more facilities (or a NWS commissioned/certified automated weather observing system) are located on the same airport, the requirement may be reduced to one aneroid ASI per facility. Aircraft altimeters shall not be used in reporting altimeter settings.

NOTE-

Stand alone RADAR approach control facilities (TRACON, RAPCON, RATCF, CERAP) not associated with a control tower are only required to maintain altimeter settings for those airports under their jurisdiction.

Add

NEW**2-10-3. ALTIMETER REQUIREMENTS**

No Change

NOTE-

1. Stand alone RADAR approach control facilities (TRACON, RAPCON, RATCF, CERAP) not associated with a control tower are only required to maintain altimeter settings for those airports under their jurisdiction.

2. A digital ASI (DASI) system is considered as one aneroid ASI instrument for the purpose of this paragraph.

Add

b. At locations with commissioned ASOS or commissioned dual transducer AWOS units, the ASOS/AWOS becomes the pressure standard.

NOTE-

A digital ASI (DASI) system is considered as one aneroid ASI instrument for the purpose of this paragraph.

2. A digital ASI (DASI) system is considered as one aneroid ASI instrument for the purpose of this paragraph.

b. At locations with commissioned ASOS or commissioned dual transducer AWOS units, the ASOS/AWOS becomes the pressure standard. If the ASOS/AWOS is inoperative, a Stand Alone Weather System (SAWS) or DASI may be considered as the pressure standard.

Delete

4. OPERATIONAL IMPACT: None.**1. PARAGRAPH NUMBER AND TITLE:** 2-10-4. COMPARISON CHECKS

2. BACKGROUND: When a Stand Alone Weather System (SAWS) is commissioned, the pressure source is the backup for the Automated Surface Observing System (ASOS) pressure source which is the pressure stand for the airport. Since the ASOS is the standard, the SAWS must be compared against the ASOS monthly.

3. CHANGE:**OLD****2-10-4. COMPARISON CHECKS**

Title through b2

c. At locations with commissioned ASOS or commissioned dual transducer AWOS units, the ASOS/AWOS becomes the pressure standard. Compare the reading of each aneroid ASI to the pressure standard daily and each digital ASI (DASI) monthly. In the event of a failure of the pressure standard instruments, a comparison must be made within 36 hours. Tolerances and posting procedures are contained in subparas a2 and a3.

NEW**2-10-4. COMPARISON CHECKS**

No Change

c. At locations with commissioned ASOS or commissioned dual transducer AWOS units, the ASOS/AWOS becomes the pressure standard. Compare the reading of each aneroid ASI to the pressure standard daily and each digital ASI (SAWS/DASI) monthly. In the event of a failure of the pressure standard instruments, a comparison must be made within 36 hours. Tolerances and posting procedures are contained in subparas a2 and a3.

4. OPERATIONAL IMPACT: None.**1. PARAGRAPH NUMBER AND TITLE:** 3-1-1. BASIC EQUIPMENT; and 3-1-2. PERIODIC MAINTENANCE

2. BACKGROUND: The Air Traffic Conflict Probe Team has recommended these changes in conjunction with the deployment of the User Request Evaluation Tool Core Capability Limited Deployment (URET CCLD).

3. CHANGE:**OLD****3-1-1. BASIC EQUIPMENT**

a. The basic operating equipment for ARTCC's consist of flight progress boards, radar displays, communications, and automation equipment arranged in individual units called sectors and laid out in accordance with master plans maintained in the regional office. AT managers may recommend changes to these plans.

NEW**3-1-1. BASIC EQUIPMENT**

a. The basic operating equipment for ARTCC's consist of flight progress boards, radar displays, communications, automation, and where applicable, URET CCLD equipment arranged in individual units called sectors and laid out in accordance with master plans maintained in the regional office. AT managers may recommend changes to these plans.

OLD**3-1-2. PERIODIC MAINTENANCE**

Title through c

Add

Add

NEW**3-1-2. PERIODIC MAINTENANCE**

No Change

d. Upon facility acceptance of any URET CCLD system, that system becomes a component of the AT system for the purposes of requests from AF personnel for approval to shut down that system for periodic maintenance.

e. Notification of any planned or unplanned outage of URET CCLD shall be coordinated following the guidelines in Chapter 8, NAS En Route Automation, and guidelines developed and maintained by URET facilities.

4. OPERATIONAL IMPACT: None.**1. PARAGRAPH NUMBER AND TITLE: 3-10-1. GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS**

2. BACKGROUND: The Federal Aviation Administration (FAA) entered into an agreement with Lockheed Martin to manufacture and produce ARTS Color Displays (ACD) as an interim system to replace existing and aging displays at selected ATC facilities. The FAA, through the Research and Special Programs Administration, developed the guidelines for the use of color in ATC displays.

3. CHANGE:OLD

Add

Add

Add

Add

Add

Add

Add

NEW**Section 10. ARTS COLOR DISPLAYS (ACD) TERMINAL****3-10-1. GUIDELINES FOR USE OF COLOR ON ATC DISPLAYS**

a. Whenever color is used to code critical information it must be used along with another method of coding.

b. Cultural color conventions (such as red for danger and yellow for warning) should not be violated.

c. The color pure blue should not be used for text, small symbols, other fine details, or as a background color.

d. Color use needs to be consistent across all of the displays that a single controller will use.

e. Facility air traffic managers shall make all requests for any color changes to color baseline through the Air Traffic Planning and Procedures Program Director, ATP-1.

4. OPERATIONAL IMPACT: None.

1. PARAGRAPH NUMBER AND TITLE: 4-7-6. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS

2. BACKGROUND: In calendar year 1999, representatives from the National Institute for Discovery Sciences (NIDS) contacted the FAA Administrator to offer their research institution as the single point of contact recognized by the FAA in regard to UFO information. On April 14, 2000, after being referred by the FAA Administrator, NIDS representatives met with ATP-200 to finalize a course of action. This change is a result of that meeting and is official FAA recognition that NIDS is the single point of contact for UFO research.

3. CHANGE:**OLD****NEW**

Add

4-7-6. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS

Add

a. Persons wanting to report UFO activity should contact the National Institute for Discovery Sciences (NIDS) via the following methods:

Add

(702) 798-1700 Voice**(702) 798-1970 Facsimile****<http://www.nidsci.org>**

Add

b. NIDS will ask a series of questions (verbal and/or via questionnaire) concerning the event.

Add

NOTE-

NIDS is the single point of contact recognized by the FAA in regard to UFO information. They will maintain a national database on anomalous phenomena and periodically share that information with the FAA.

Add

c. If concern is expressed that life or property might be endangered, also refer the individual to the local police department.

4. OPERATIONAL IMPACT: None.**1. PARAGRAPH NUMBER AND TITLE:**

- Part 2. AIR ROUTE TRAFFIC CONTROL CENTERS
- Chapter 6. EN ROUTE OPERATIONS AND SERVICES
- Section 7. USER REQUEST EVALUATION TOOL CORE CAPABILITY LIMITED DEPLOYMENT (URET CCLD)
- 6-7-1. GENERAL
- 6-7-2. OPERATIONAL SUPERVISOR-IN-CHARGE RESPONSIBILITIES
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- 6-7-11. CONTROLLER-IN-CHARGE (CIC) TRAINING
- 6-7-12. COMPUTER DATA RETENTION
- 6-7-13. WAIVER TO INTERIM ALTITUDE REQUIREMENTS
- 6-7-14. TRANSFER OF POSITION RESPONSIBILITY

2. BACKGROUND: The Air Traffic Conflict Probe Team has recommended these changes in conjunction with the deployment of the User Request Evaluation Tool Core Capability Limited Deployment (URET CCLD).

3. CHANGE:

OLD

No Change

No Change

Add

Add

Add

Add

Add

NEW

Part 2. AIR ROUTE TRAFFIC CONTROL CENTERS

Chapter 6. EN ROUTE OPERATIONS AND SERVICES

Section 7. USER REQUEST EVALUATION TOOL CORE CAPABILITY LIMITED DEPLOYMENT (URET CCLD)

6-7-1. GENERAL

a. URET CCLD, a decision support technology and component of the Free Flight Program, is utilized in the en route environment and is located at the Radar Associate (RA) position at an operational sector. The purpose of the tool is the prediction of conflicts between aircraft and between aircraft and special use or designated airspace, and it also provides trial planning and enhanced flight data management capabilities.

b. URET CCLD is designed to enhance the efficiency of the Sector Team by providing decision support in the prediction and resolution of potential conflicts, and as a result, allowing controllers more latitude in other tasks, such as responding to user requests. Further, the use of the tool could provide increased system safety, decreased system delays, and increased system flexibility, predictability, productivity, and user access.

c. URET CCLD predicts conflicts up to 20 minutes in advance using flight plan, forecast winds, aircraft performance characteristics, and track data to derive expected aircraft trajectories. URET CCLD supports early identification and resolution of predicted conflicts and the evaluation of user requests, and it is to be used by the sector team in performing their strategic planning responsibilities.

- Add **6-7-2. OPERATIONAL SUPERVISOR-IN-CHARGE RESPONSIBILITIES**
- Add **a. Where authorized, perform URET CCLD data entries to keep the activation status of designated URET CCLD Airspace Configuration Elements current.**
- Add **b. Perform coordination and designated actions in the event of a URET CCLD outage or degradation, in accordance with the requirements of this order and as designated by facility directive.**
- Add **c. Assist in sector preparations needed to transition to and from URET CCLD operations.**
- Add **d. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.**
- Add **6-7-3. OPERATIONAL MANAGER-IN-CHARGE RESPONSIBILITIES**
- Add **a. Where authorized, perform URET CCLD data entries to keep the activation status of designated URET CCLD Airspace Configuration Elements current.**
- Add **b. Perform coordination and designated actions in the event of a URET CCLD outage or degradation, in accordance with the requirements of this order and as designated by facility directive.**
- Add **c. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.**
- Add **6-7-4. FACILITY MANAGER RESPONSIBILITIES**
- Add **a. Ensure LOA's, SOP's, MOU's and Sector Position Binders are current to support URET CCLD.**
- Add **1. Facility managers shall consider URET CCLD functions and limitations in reviewing all current LOA's and/or negotiating all future LOA's.**
- Add **2. The following items should be considered when reviewing LOA's:**
- Add **(a) Interfacility coordination procedures.**
- Add **(b) Special Use Airspace (SUA) use and status.**
- Add **(c) Restriction relaxation/removal.**
- Add **(d) Outage notification.**
- Add **(e) Degradation of functions notification.**
- Add **(f) Automated Information Transfer (AIT) procedures.**
- Add **b. Ensure all facility directives are current to support URET CCLD. Directives shall include, but are not limited to:**
- Add **1. URET CCLD Outages.**

- Add 2. URET CCLD Airspace Configuration Elements Data Entry.
- Add 3. Standard Use of Automated Flight Data Management.
- Add c. Ensure the Restrictions Inventory and Evaluation is conducted and maintained in accordance with this order.
- Add d. Ensure changes to restrictions based on the Restrictions Inventory and Evaluation are implemented in a timely manner.
- Add 6-7-5. URET AIRSPACE CONFIGURATION ELEMENTS
- Add a. URET CCLD Airspace Configuration Elements are:
- Add 1. Special Activity Airspace (SAA).
- Add 2. Arrival Stream Filters (ASF).
- Add 3. URET CCLD adapted altitude and speed restrictions.
- Add b. For each airspace configuration element adapted in URET CCLD, facility directives shall designate at least one primary position and one secondary position to be responsible to update the status (e.g., active/inactive) and/or the activation schedule for that element.
- Add NOTE-
1. Accurate conflict probe results require timely updates to the current activation status and/or the projected activation schedule for airspace configuration elements.
2. Designating a position to have secondary responsibility for each URET CCLD Airspace Configuration Element is essential to maintain the capability to perform updates in the event that equipment at the primary position is temporarily out of service.
3. Positions to be considered for primary or secondary designation include a specified sector, TMU, or operations supervisor.
- Add c. ATC positions and personnel authorized by facility directive shall perform automation entries in a timely manner to update the status of SAA, restrictions, and ASF.
- Add d. For a URET CCLD airspace configuration element that is associated with a particular sector or sectors and whose status is highly dynamic in nature:
- Add 1. The designated sector(s) should be assigned the primary responsibility to keep the URET CCLD status current.
- Add 2. The TMU or the appropriate operations supervisor should be assigned the secondary responsibility to keep URET status current.

- Add **6-7-6. STANDARD USE OF AUTOMATED FLIGHT DATA MANAGEMENT**
- Add **Use of the following flight data management features of URET CCLD shall be standardized in accordance with individual facility directives:**
- Add **a. Highlight for special attention.**
- Add **b. Grouping for special attention.**
- Add **c. Checkbox.**
- Add **d. Heading and Speed.**
- Add **6-7-7. URET CCLD OUTAGES**
- Add **a. In accordance with Chapter 8, NAS En Route Automation, and the requirements in this chapter, URET CCLD facilities shall develop and maintain procedures for transition to and from URET CCLD operations.**
- Add **NOTE-**
The back up for URET CCLD is flight progress strips.
- Add **b. Planned Outages.**
- Add **1. Schedule preventive or periodic maintenance of URET CCLD to coincide with periods of low air traffic volume.**
- Add **2. Notification of planned local URET CCLD outages shall be coordinated with the Operations Manager no less than 2 hours in advance.**
- Add **3. The Operations Manager shall notify the neighboring URET CCLD facilities of a planned URET CCLD outage no less than 1 hour in advance.**
- Add **4. The Operations Manager shall notify Operations Supervisors of a planned URET CCLD outage as soon as known.**
- Add **5. Each Operations Supervisor shall notify the sector teams in their area of a planned URET CCLD outage as soon as known.**
- Add **6. At least 20 minutes prior to a local URET CCLD outage, Operations Supervisors shall ensure that sectors resume posting and maintenance of flight progress strips, in accordance with FAAO 7110.65, Air Traffic Control, requirements for a non-URET CCLD environment, except as otherwise permitted by facility directive.**
- Add **c. Unplanned URET CCLD Outages.**
- Add **1. A facility directive shall include a checklist detailing actions to be taken and roles and responsibilities during an unplanned URET CCLD outage.**

Add

2. When an unplanned URET CCLD outage occurs, sectors shall post and maintain flight progress strips in accordance with FAAO 7110.65, Air Traffic Control, requirements for a non-URET CCLD environment, except as otherwise permitted by facility directive.

Add

NOTE-

1. A full transition to strips may not be necessary based on the duration of the outage. Outages of short duration may allow continued use of the URET CCLD data while strips are prepared for use in the event that the outage continues.

2. A "snapshot" of URET CCLD flight data at the time of the outage will be available to the sector team. Although the data will not be updated and will become stale, it may be used to assist the sector team while reestablishing the support of strips.

Add

3. Any failure recovery action that will result in the automatic clearing of the URET CCLD data on a position's display shall be approved by the Operations Manager.

Add

d. Degraded Conditions.

Add

1. In the event that URET CCLD is operational, but alert data may be affected due to an associated equipment malfunction, the National Operations Manager (NOM) shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant of the potential for degradation.

Add

2. When the associated equipment malfunction is corrected, the NOM shall notify the Operations Manager who shall in turn notify Operations Supervisors. Each Operations Supervisor shall ensure that each sector team in their area of specialization is cognizant that the source of possible degradation has been corrected.

Add

6-7-8. TRANSITION AND TRAINING PLANNING

Add

The Facility Manager shall ensure that detailed facility plans are prepared defining:

Add

a. Training schedules of Certified Professional Controllers, Operations Supervisors, Operations Managers, Traffic Management Coordinators, and Traffic Management Supervisors.

Add

b. Training schedules of developmental controllers based on national training directives.

- Add **6-7-9. RESTRICTIONS INVENTORY AND EVALUATION**
- Add **a. Facilities shall identify responsibilities and establish procedures for the creation and maintenance of a facility restriction inventory once URET CCLD is fully operational. Facility plans should include identification and cataloging each air traffic restriction by type, purpose, and frequency/duration in effect.**
- Add **b. Facilities shall create a plan and conduct ongoing evaluations on the need to relax or remove restrictions not warranted during URET CCLD operations. This shall include URET CCLD impact on ability to relax/remove restrictions and identification of dependencies between ability to remove restrictions and automation capabilities/limitations.**
- Add **c. Submit annually to the office of Air Traffic an Evaluation Report on facility restriction relaxation/removal related to URET CCLD.**
- Add **d. Prior to implementation of restriction changes each ARTCC shall:**
- Add **1. Coordinate with any effected ATC facility.**
- Add **2. Coordinate with the ATCSCC, as appropriate.**
- Add **3. Inform individual air carriers, as appropriate.**
- Add **6-7-10. TRAFFIC COUNTS AND DELAY REPORTING**
- Add **a. Automated counts of traffic activities are the preferred methods during use of URET CCLD.**
- Add **b. Adherence to all applicable delay reporting directives shall continue while URET CCLD is operational.**
- Add **c. Delay information, shall be recorded either on available flight progress strips, or on facility approved forms. Facility directives shall detail the procedures for collecting and reporting this information to the ATCSCC.**
- Add **6-7-11. CONTROLLER-IN-CHARGE (CIC) TRAINING**
- Add **Prior to being designated as CIC at URET CCLD operational ARTCC's, specialists shall have successfully completed appropriate URET CCLD training.**
- Add **6-7-12. COMPUTER DATA RETENTION**
- Add **Follow the guidelines detailed in this order to retain URET CCLD recorded data.**

Add

6-7-13. WAIVER TO INTERIM ALTITUDE REQUIREMENTS

Add

a. If, at any URET CCLD facility, a facility directive has been issued to waive the mandatory computer entry of interim altitudes, controllers and supervisors in any effected area and adjacent areas or facilities shall be informed of the resulting potential for misleading URET CCLD alert data.

Add

b. Each URET CCLD facility should strongly consider the benefits of URET CCLD in evaluating any current or future waiver for data entry of interim altitudes. URET CCLD accuracy in assigning alert priorities for surrounding sectors, including those in neighboring URET CCLD facilities, is dependent upon the subject sector's entry/update of interim altitudes.

Add

6-7-14. TRANSFER OF POSITION RESPONSIBILITY

Add

Each URET CCLD facility shall ensure that pertinent URET CCLD information is integrated into any Position Relief briefing list, whether manual or electronic.

4. OPERATIONAL IMPACT: None.**1. PARAGRAPH NUMBER AND TITLE: 8-1-1. TRANSITION PROCEDURES**

2. BACKGROUND: Restates policy established by Notice N 7210.504 which expired on 07/11/01. FAA Order 3120.4, Air Traffic Technical Training, establishes requirements for controller training on the backup system including Proficiency and On-the-Job Training (OJT). Determination of the type and method of this training is left to the facility Air Traffic Manager (ATM) and may require actual OJT on the Direct Access Radar Channel (DARC) before controller certification on the first radar sector. DARC OJT is normally performed during periods DARC is in use operationally due to maintenance activities on the primary operational system. High reliability and improved maintenance techniques have limited the amount of time sites operate in the DARC mode thereby making it more difficult to accomplish this training. The Display System Replacement replaced the Display Channel Complex Rehost (DCCR) making the current NOTE obsolete.

3. CHANGE:**OLD****8-1-1. TRANSITION PROCEDURES**

a. Facilities shall develop and maintain current detailed procedures for transition to and from the various automated and nonautomated modes of operation.

NOTE-

The architecture of the Display Channel Complex Rehost (DCCR) allows for new operational modes during display component failures. For example, a system component failure could result in sectors within the same facility operating in a HOST/DCCR, DARC/HOST, or DARC only mode. Facilities are encouraged to take advantage of this capability to minimize the impact of display system outages.

NEW**8-1-1. TRANSITION PROCEDURES**

No Change

Delete

b through **b3(c)** *NOTE-*

No Change

Add

c. The ATM shall not cause or permit the operational use of the Direct Access Radar Channel (DARC) solely for purposes of training when the primary operational system is available.

4. OPERATIONAL IMPACT: None.

1. The first part of the document is a list of the names of the persons who were present at the meeting. The names are listed in alphabetical order.

2. The second part of the document is a list of the names of the persons who were present at the meeting. The names are listed in alphabetical order.

3. The third part of the document is a list of the names of the persons who were present at the meeting. The names are listed in alphabetical order.

